



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
 Director, Community Social Development
Re: 2025 Child Care Grants

Date: January 17, 2025
File: 07-3070-04/Vol 01

Staff Recommendations

1. That as identified in the staff report titled "2025 Child Care Grants", dated January 17, 2025, from the Director, Community Social Development:
 - a. Child Care Capital Grants in the amount of \$34,267.96 be awarded; and
 - b. Child Care Professional and Program Development Grants in the amount of \$7,500.00 be awarded; and
2. That the grant funds be disbursed accordingly following Council approval.

Kim Somerville
 Director, Community Social Development
 (604-247-4671)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1), which acknowledges that child care is an essential service for residents, employers and employees in Richmond. Policy 4017 directs staff to plan, partner with the community and senior levels of government and, as resources and budgets are available, support a range of quality, accessible and affordable child care, including facilities, spaces, programs, equipment and supports. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist with:

1. Establishing new child care facilities and spaces in City buildings and on City land, in private developments and in senior government and community partner projects;
2. Acquiring sites for lease to non-profit societies for child care;
3. Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements; and
4. Non-capital expenses relating to child care including grants to support professional and program development; studies and research in relation to child care issues; and costs for consultants and City personnel to support the development and quality of child care within the city.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

This report also supports the Richmond Child Care Strategy 2024–2034 Strategic Direction 2 Quality, Inclusivity and Accessibility:

Action 2.6 Continue to offer the City of Richmond Child Care Grant Program and undertake regular reviews of this program to promote quality, equity and inclusivity.

Findings of Fact

2025 Child Care Grants Budget and Funding Mechanisms

The City has two Child Care Reserve Funds that fund the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 7182), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and

- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8827), established in 2012, to assist with non-capital expenses, including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the City's 2025 Operating Budget, an expenditure of up to \$50,000.00 from the Child Care Development Reserve for the 2025 Child Care Capital Grants and an expenditure of up to \$10,000.00 from the Child Care Operating Reserve for the 2025 Child Care Professional and Program Development Grants, were approved.

The Child Care Grant Program is currently funded through voluntary amenity contributions to the Child Care Development Reserve and Child Care Operating Reserve secured through the development applications process in keeping with City policies. The recent Provincial Housing Bills are intended to constrict the ability to secure voluntary amenity contributions but do provide the ability to secure capital funding towards the construction of growth related amenities, including child care facilities, to support growth within the municipality. This will be achieved through the adoption of an Amenity Cost Charges (ACC) Bylaw, which is currently under review and will be presented to Council for consideration later this year. Under an ACC program, the City's ability to fund the Child Care Grant Program will be severely limited as only growth related capital expenditures on City-owned facilities within the capital grant stream are anticipated to be eligible. This may result in diminished capacity to secure funds through development processes to support the Child Care Reserves and the activities they currently fund as outlined above.

Due to these changes, there is a need for increased partnership and shared financial responsibility in the allocation of the Child Care Grants. These impacts to the Child Care Reserve Funds available have been taken into consideration in the review of the 2025 Child Care Grants and the resulting recommendations. A full review of the Child Care Grant Program will take place in 2025, in part to respond to these changes.

Notice Given and Applications Received

On September 11, 2024, the application window for the 2025 Child Care Grants opened and information was posted on the City's website. The availability of grants was promoted through the City's social media channels and news releases. In addition, notices were sent to the Richmond Child Care Resource and Referral Program to share with their child care network. The deadline for submissions was October 30, 2024. A total of 11 applications were received from 10 organizations for the Child Care Capital Grants. One organization, Atira Women's Resource Society, submitted two separate applications, one for Willow Early Care and Learning Centre and one for River Run Early Care and Learning Centre. A total of two applications were received from two organizations for the Professional and Program Development Grants.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2025 Child Care Grant applications. City staff, including the CCDAC Staff Liaison, met with the subcommittee and prepared recommendations for the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2) including the demonstrated financial need and capacity of each organization. Recommendations were identified and summarized, which the CCDAC endorsed. The total requests for the 2025 Child Care Grants amount to \$77,979.94 and the recommended grant allocations total \$41,767.96.

Child Care Capital Grants

All 11 applications for the Child Care Capital Grants are from organizations who deliver licensed child care programs offering a range of services, including Group Care Under 36 Months, Group Care 30 Months to School Age, Preschool and Group Care School Age. The 11 Child Care Capital Grants requests amount to \$52,979.94. The CCDAC recommends funding 10 of the 11 grant applicants for a total of \$34,267.96 as outlined in Table 1 below.

There were a number of applications for the 2025 Child Care Grant Applications that have resulted in recommendations for less funding than the amounts requested due to:

- The inclusion of ineligible items;
- Little to no funding being contributed by the applicant or 100% of costs requested through the grant;
- Requests to fund a higher priced item, when a lower cost comparable alternative is available; and
- Requests to replace functional equipment for aesthetic reasons.

Based on a detailed review of the applications and in light of the rationale identified above, the CCDAC recommendations are for less than the total funding available. With the current changes to the mechanism and restrictions on the use of amenity contributions from development due to new Provincial housing legislation, the funding for the Child Care Grant Program must be allocated carefully to ensure sustainability of the program. As per standard practice and in keeping with the Child Care Grant Program Guidelines, none of the ineligible items are recommended for funding and lower price items have been recommended unless there was reasonable justification as to the merit of the higher price item.

There is one request, where grant funding is not recommended. This applicant is requesting \$7,500.00 for replacement wooden furniture for philosophical and aesthetic reasons. The current equipment remains functional and the need for full replacement of the furniture has not been demonstrated.

The full details of these recommendations are outlined in Attachment 3 and Table 1 outlines the requested and recommended amounts.

Table 1: 2025 Child Care Capital Grant Applicants – Requests and Recommendations

2025 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Aspire Richmond	\$4,200.00	\$4,700.00
2.	Atira Women’s Resource Society (River Run Early Care and Learning Centre)	\$9,777.86	\$9,777.86
3.	Atira Women's Resource Society (Willow Early Care and Learning Centre)	\$3,232.22	\$3,232.22
4.	East Richmond Community Association	\$3,805.27	\$1,393.12
5.	Family Services of Greater Vancouver	\$580.00	\$580.00
6.	Hamilton Community Association	\$7,500.00	\$0.00
7.	Little Wings Daycare Centre Society	\$4,294.02	\$4,294.02
8.	Richmond Jewish Day School Society of British Columbia	\$5,053.05	\$5,053.05
9.	Steveston Community Society	\$6,623.68	\$2,264.53
10.	Steveston Society of Children’s Centres	\$4,615.76	\$1,844.84
11.	West Richmond Community Association	\$3,298.08	\$1,128.32
Total Amount Requested and Recommended for Capital Grants		\$52,979.94	\$34,267.96

Child Care Professional and Program Development Grants

Two applications for the Child Care Professional and Program Development Grants were received. One applicant for the Professional and Program Development Grant offers child care programs and the other applicant provides services to families, children and child care providers. Richmond Cares, Richmond Gives requested \$7,500.00 to fund two to three low-cost professional development workshops for Richmond educators and providers in 2025. The grant will support three presenters. The Steveston Society of Children’s Centres requested \$17,500.00 to fund up to eight youth to volunteer in their facilities with an existing staff to mentor them.

The Professional and Program Development Grant requests amount to \$25,000.00. The CCDAC recommends funding Richmond Cares, Richmond Gives for \$7,500.00 as outlined in Table 2 below.

The Professional and Program Development request by Steveston Society of Children’s Centres, is not eligible for this grant stream. As per the Child Care Grant Program Guidelines, this grant funds non-profit societies developing or providing professional and program development opportunities in Richmond. The initiatives must be available and of benefit to the broader child care community in Richmond, and the necessity and benefits of the initiative to the child care community must be demonstrated. This application does not align with this criteria. As such, no funding is recommended.

Table 2: 2025 Child Care Professional and Program Development Grant Applicants – Requests and Recommendations

2025 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Professional and Program Development Grant Applicants and Requests			
1.	Richmond Cares, Richmond Gives	\$7,500.00	\$7,500.00
2.	Steveston Society of Children’s Centres	\$17,500.00	\$0.00*
Total Amount Requested and Recommended for Professional and Program Development Grants		\$25,000.00	\$7,500.00

*Grant request is not eligible as per the Grant Program Guidelines.

Staff support the CCDAC recommendations as proposed in the attached list of 2025 Child Care Grants Requests and Recommendations (Attachment 3). Summaries of the 2025 Child Care Grant applications are also included with this report (Attachment 4). As the content of the summaries is generated directly from the City’s online grant system and are taken verbatim from the applicants’ submissions, they will replicate any errors or omissions made by the applicants and will not reflect additional information provided following the original submission.

Financial Impact

The 2025 Child Care Grants budget of up to \$60,000.00 was approved as part of the City’s 2025 Operating Budget. This funding is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. Staff recommend approval of the proposed recommendations for the City’s 2025 Child Care Grants for a total of \$41,767.96; a total of \$34,267.96 allocated to 10 Child Care Capital Grant applicants and \$7,500.00 allocated to one Child Care Professional and Program Development Grant applicant. Any unallocated funding remains in the relevant Child Care Reserve for future use.

As previously identified, the voluntary amenity contributions acquired through the development process which have funded the Child Care Grants program in the past are impacted by recent new Provincial housing legislation. In light of these changes and the anticipated implementation of the new ACC Bylaw in 2025, a full review of the Child Care Grant program will be undertaken in 2025 in order to identify any future financial impacts or limitations.

Conclusion

A total of \$41,767.96 in allocations is being recommended for the 2025 Child Care Grants, subject to Council's approval.



Chris Duggan
Manager, Community Social Development
(604-204-8621)

- Att. 1: Child Care Development Policy 4017
- 2: Child Care Grants Program Guidelines
- 3: 2025 Child Care Grants Requests and Recommendations
- 4: 2025 Child Care Grants Summary Reports



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,
November 18, 2019

POLICY 4017:

It is Council policy that:

1. GENERAL

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

2. PLANNING

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

3. PARTNERSHIPS

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with



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schools where appropriate, and to liaise with the Child Care Development Advisory Committee,

- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

5. CHILD CARE RESERVE FUNDS

5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
 - City buildings and on City land.
 - Private developments.
 - Senior government projects.
 - Community partner projects.
- (ii) Acquiring sites for lease to non-profit societies for child care; and
- (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)



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- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:
 - Grants to non-profit societies to support child care professional and program development within the City;
 - Studies, research and production of reports and other information in relation to child care issues within the City; and
 - Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City’s Child Care Reserve Funds will be allocated as follows:

- (a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer’s payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City’s expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by



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developers as community amenity contributions.

- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.

6.2 The City will further facilitate the establishment of child care facilities by:

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. POLICY REVIEWS

9.1 From time to time, the City will:



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,
November 18, 2019

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. INFORMATION

10.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

11. PROMOTION

11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



Child Care Grants Program Guidelines

Child Care Grant Information Session

September 18, 2024

4:00 – 5:00 p.m.

This event will be held virtually.

RSVP to ChildCare@richmond.ca

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Child Care Grants – Program Guidelines

Introduction

The City of Richmond provides grants to non-profit societies providing child care services within the City's geographic boundaries. Child care grants are funded by voluntary community amenity contributions from land developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The City's ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#).

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

Child care grants are available for both: 1) capital and 2) professional and program development expenses. These purposes are outlined below.

1) Capital Grants

Capital grants are provided to acquire or upgrade physical assets in licensed child care facilities such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of licensed child care in Richmond, such as: equipment, furnishings, building renovations or playground improvements. For equipment to qualify as a capital expenditure, it must be for long-term use (e.g. an easel would qualify; art supplies would not).

2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The necessity and benefits of the initiative to the child care community must be

demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

NOTE: *The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial ChildCareBC Program, including:*

- *Child Care Operating Funding - to assist with the day-to-day costs of running a licensed child care facility: To learn more about operating funding opportunities, visit the Provincial Government's [Child Care Operating Funding](#) website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading: To learn more about these funding opportunities, view the Province's [Child Care Recruitment and Retention Strategy](#); or*
- *Visit Westcoast Child Care Resource Centre's [funding webpage](#).*

Priorities

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care or other priorities identified in the Draft Child Care Strategy 2024-2024; have accessed, or are willing to access other available sources of funding, including an organizational contribution from the applicant, Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit and, if eligible, participate in the Child Care Fee Reduction Initiative,
- Projects that align with current priorities based on most recent EDI data for Richmond as identified by the Child Care Development Advisory Committee.

Grant Application Process

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - **Grant Applicant User Guide*** which is posted on the City's [website](#) for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents ready to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's website that should be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;
- Provincial Child Care License(s), if applicable;

- Last year's financial statements or audited statement;
- Current year operating budget;
- Itemized project budget, including two quotes for each item (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

NOTE: *If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted to be considered for a new grant in a future intake year.*

Application Inclusions

Applications must include the following:

Step 1 – Applicant Contacts

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society website if applicable
- d) Contact names for the Society, e.g. an executive director, program manager or Board member and authorized signing officers
- e) Contact members' role in the Society
- f) Society's address, postal code, phone number and e-mail address

Step 2 – Applicant Information

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
 - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
 - A detailed explanation of why audited statements are not available must be provided.
- h) Describe how this request aligns with current City priorities
- i) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).
- j) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

Step 3 – Grant Request Details – Proposal Information

The following items are required:

Capital Grant Requests

- a) Proposal title
- b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other", please provide a description of what capital project you wish to undertake.
- c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
- d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
 - dollar figure for the total requested grant amount.
 - 2 quotes for each outlined expense including source of the quote.
 - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.

- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
 - dollar figure for the total requested grant amount.
 - 2 quotes for each outlined expense including source of the quote.
 - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

Supporting Documents

- a) Attach copies of the following:
 - An itemized budget identifying two quotes for how grant funds will be used (using the *Project Budget* form available on the City grant website);
 - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades); and
 - A timeline for completing the project and using the grant funds.

Additional Documentation to Support your Application

- a) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others are required. Please note letters from staff will not be accepted.

Terms and Conditions

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Successful applicants must use the funds for the stated, approved purpose as outlined in the approval letter and within one year of approval. Should items change in price, or function, prior City approval is required.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo of capital items and itemized receipts for all expenses.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.

- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

Consent to these terms will be requested as part of the application process.

Review Process and Approval Process

Grant submissions are first reviewed by City staff to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee also reviews grant applications and makes recommendations to City Council. These are summarized into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

Application Deadlines and Decisions

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants website for more information on the grant program and important application deadlines:
www.richmond.ca/culture/citygrant

If you are unclear on any part of the grant application, please contact Chris Duggan, (Manager, Community Social Development) for clarification.

Chris Duggan
Manager, Community Social Development
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca

Grant Writing Tips and Frequently Asked Questions

Writing Tips

- Read the Grant Program Guidelines carefully to make sure your organization and proposed grant purpose are eligible for a grant. Pay attention to what items are not eligible for funding. If you have questions or are unsure, reach out to the Grant Administrator early in the process.
- Think about what is your organization, program or project's core purpose? Talk about what is unique about it, and how it impacts the community.
- Does your proposed grant align with the City's principles and objectives for the grant program? Find ways to highlight this in your application.
- Assume that whoever is reviewing your application is not familiar with your organization, program, service or project. The Grant Review Committees are comprised of staff from a variety of different departments, many of which are not involved with your field. Advisory Committee members, who are appointed from the community, may also be involved in the review and not be familiar with your work.
- Make sure your budget makes sense and supports the objective you are proposing to accomplish. Often, a realistic budget is more convincing than a disconnected one.
- Don't send unnecessary attachments. If an application contains a lot of unrelated or unconnected information, your relevant, important points will often get lost in the crowd.

Application Tips

- Write out your application answers and save them in a separate document or file. That way, if you lose internet connection or have issues with the online grant system, your work is saved.
- Save your work often!
- Do not open the submitted application from a previous year and the current application at the same time to copy information over. The system can behave unpredictably and may overwrite your data.
- Give yourself adequate time. If you can, start planning early. Rushing to complete an application right before the deadline can often lead to mistakes, or missed documents.
- Gather your supporting documents ahead of time, including budget, quotes (where needed) and required signatures.

Appendix A: City Priorities

In response to the most recent Early Development Instrument (EDI) data collected and shared with the community by the Human Early Learning Partnership (HELP) at UBC, the City will prioritize initiatives that support and respond to the opportunities, challenges and needs identified in this report.

For the 2025 Child Care Grants, projects that support **social competence** and **emotional maturity** in children will be prioritized, as these have been identified as areas where children are presenting as the most vulnerable in Richmond. The following information is to assist in planning for the grant application. The information and resources that follow are not a complete copy of the findings from the Early Development Instrument or a complete listing of all possible resources available for support.

What is the Early Development Instrument?

The Early Development Instrument (EDI) is a population level monitoring tool that enables the community to understand the vulnerabilities of children in their kindergarten year at the community level. The questionnaire has 103 questions and measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes: social and emotional development, health and well-being, language and cognitive development, and communication skills. In British Columbia, the Ministries of Children and Family Development, Education and Child Care, and Health have funded the collection and use of the EDI for over 19 years.

EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

The EDI is a population-level research tool. It measures developmental change or trends in populations of children at varied geographies: provincial, regional and neighbourhood. This allows us to see variations in children's vulnerability across time and location. Understanding how populations of children are doing allows program delivery organizations and policy makers to make informed decisions about investments in new or adapted programs and in broad policies that support children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which all children can thrive and develop.

EDI data are collected in groups called waves. Each wave is comprised of data collected from several consecutive school years. Data is reported based on children's home postal codes and represents children attending public schools and participating independent and on-reserve schools. To access EDI Reports for Richmond, visit <http://earlylearning.ubc.ca/maps/edi/sd/38/>

The Data: Wave 8 (2019–2022)

The EDI Wave 8 (2019–2022) Wave 8 EDI data for Richmond shows that 39.7% of kindergarten children were on track in their overall development, 39.3 % were vulnerable on one or more EDI scales, and 21.1% were in flux (neither vulnerable on any scale, nor on track on all).

The EDI found that Richmond had higher rates of vulnerability than the province overall on 3 of the 5 EDI scales:

- Social Competence
- Emotional Maturity
- Communication Skills and General Knowledge

The below tables show the difference between the results of Wave 8 Vulnerability Rates, for Richmond compared with the Province Overall.

Richmond Wave 8, Overall Vulnerability = 39.3%

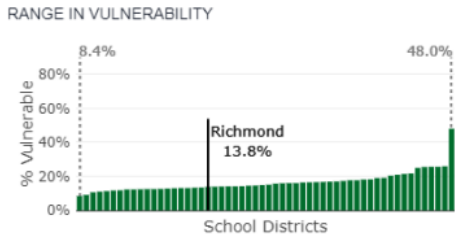
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
13.8%	23.5%	21.4%	10.1%	20.7%

BC Wave 8, Overall Vulnerability = 32.9%

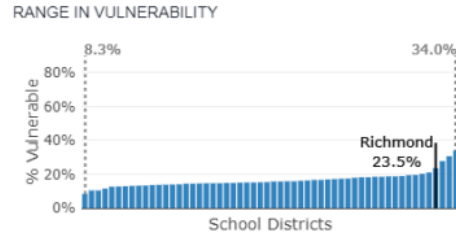
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
14.7%	16.3%	17.5%	10.5%	14.3%

The below graphs show how SD38 Richmond faired against other school districts in the Province.

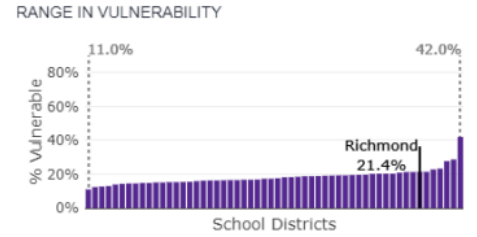
Physical Health & Well-being



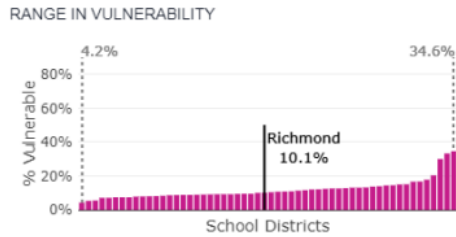
Social Competence



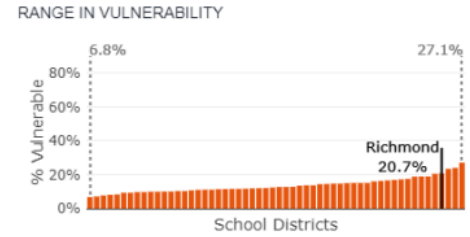
Emotional Maturity



Language & Cognitive Development

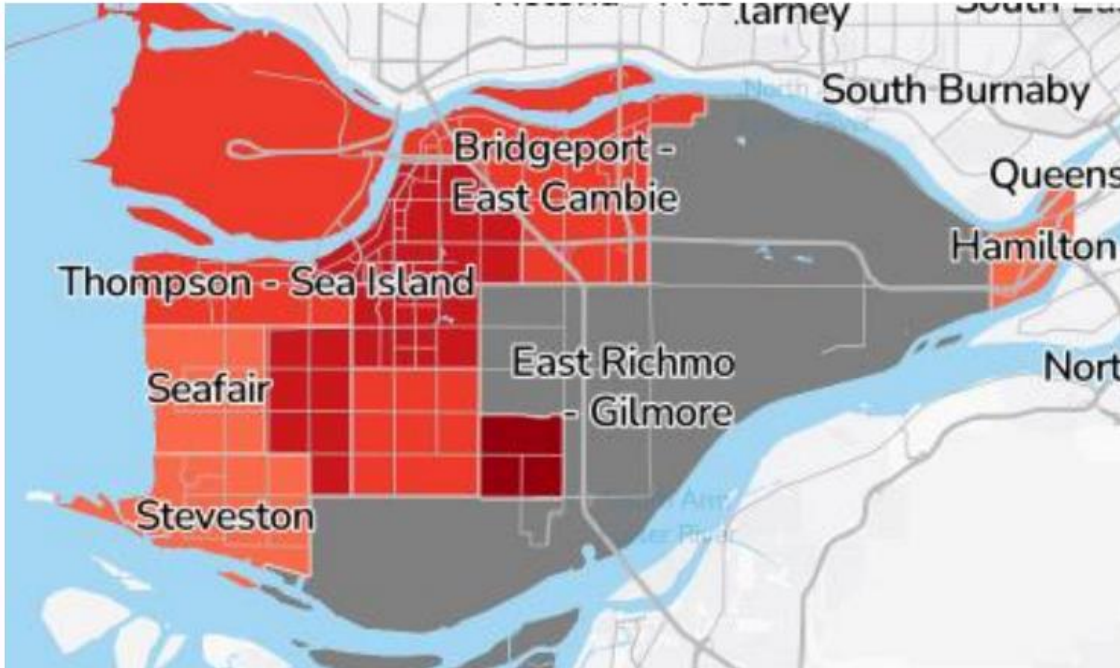


Communication Skills & General Knowledge



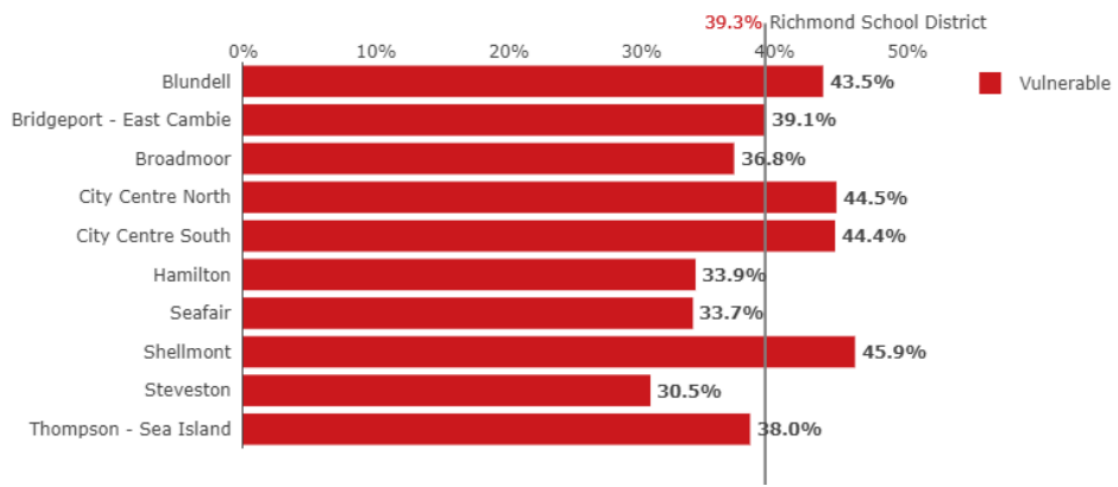
This Map shows the variability between vulnerability rates on all scales in neighbourhoods in Richmond.

The darker the colour, the higher rate of vulnerability on all scales.



VULNERABILITY & OUTCOMES

Chart View Vulnerability

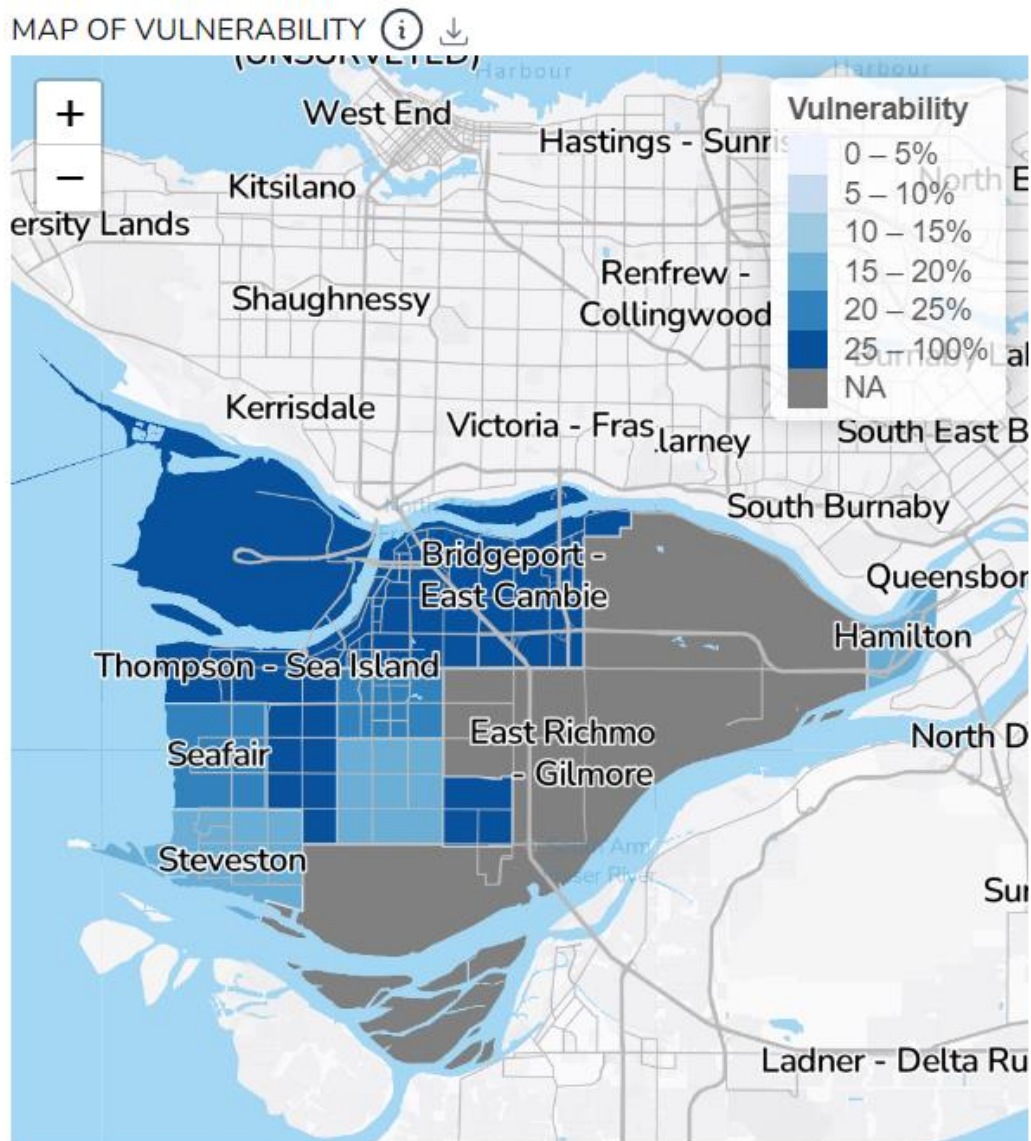


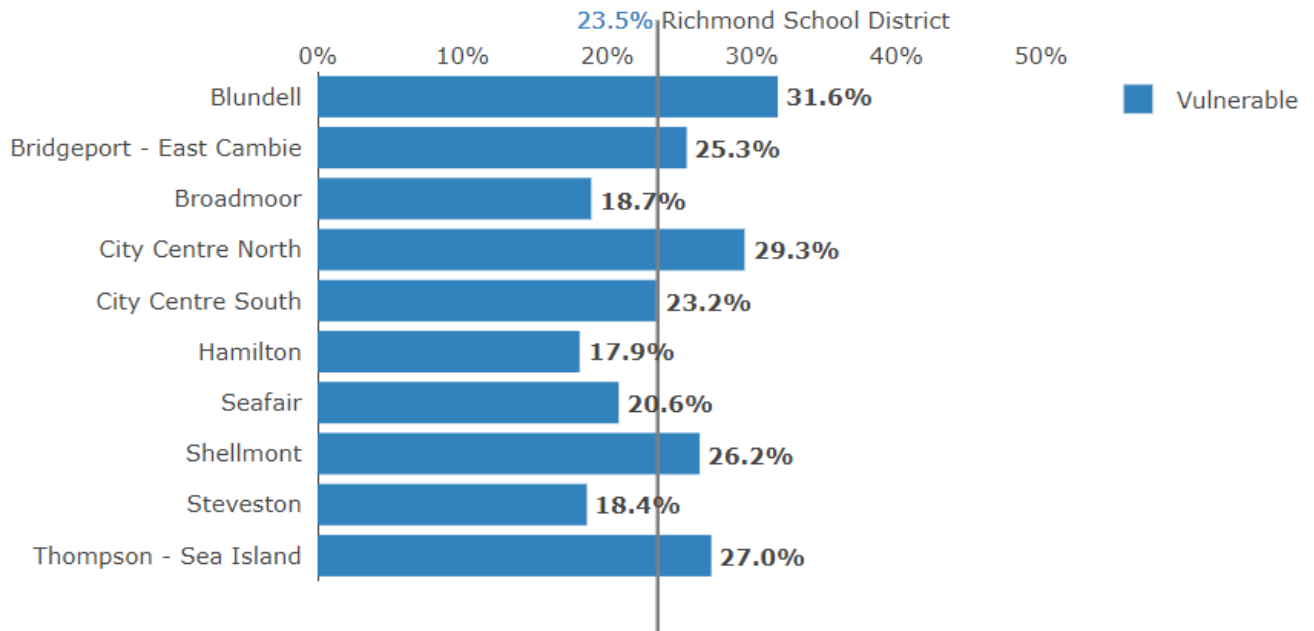
What is Social Competence?

***Social Competence** refers to children’s overall social competencies, capacity for respect and responsibility, approaches to learning, and readiness to explore new things. Children who are identified as vulnerable on this scale of the EDI are more likely to have problems getting along with other children on a regular basis and/or have difficulty following rules and class routines.

As with the rest of the province, the Social Competence vulnerability rate in Richmond increased significantly from 2004 (13%) to 2019 (16%). Vulnerability on this scale was highest in the Bridgeport - East Cambie (20%) and Blundell (17%) neighbourhoods, although both neighbourhoods saw a decrease in vulnerability from 2016 (26% and 21% respectively).

*(Human Early Learning Partnership, 2020)



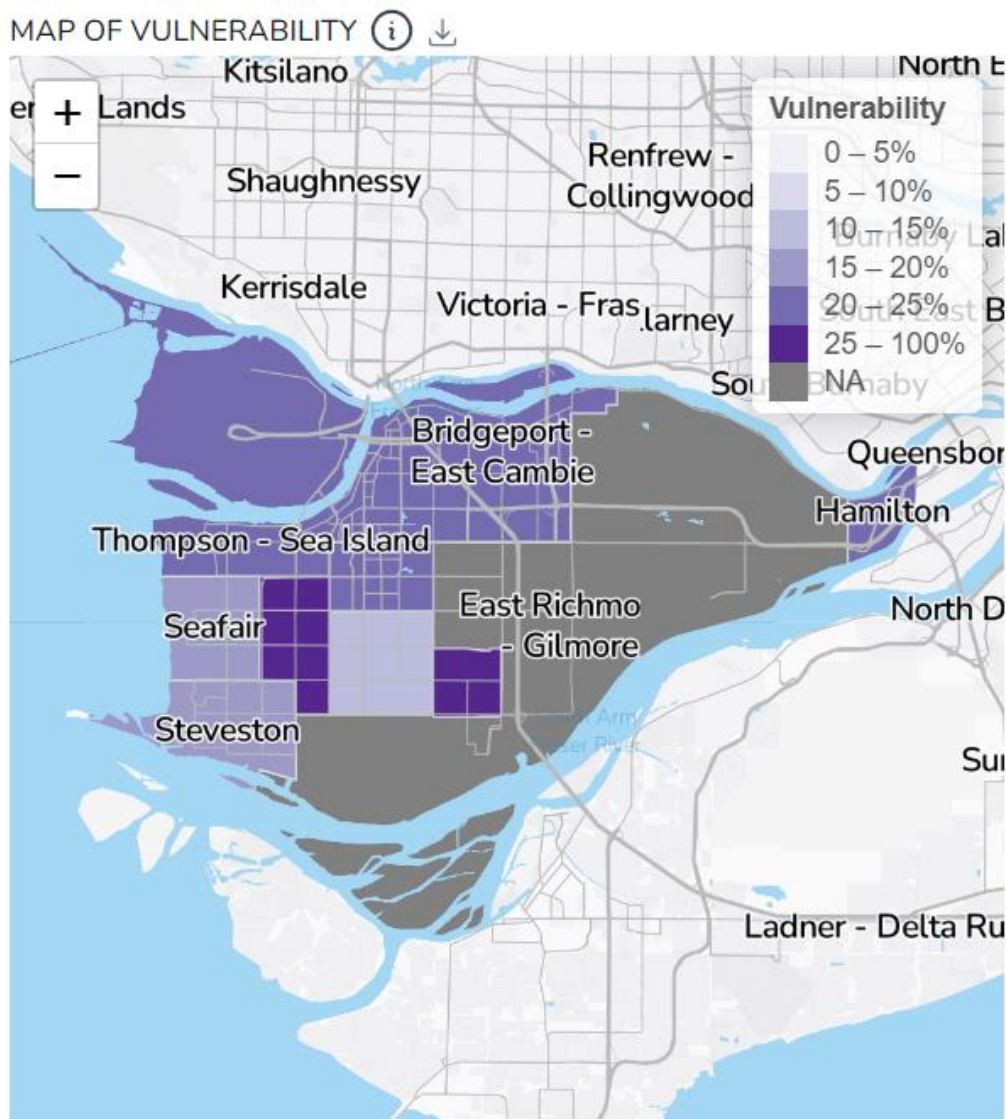


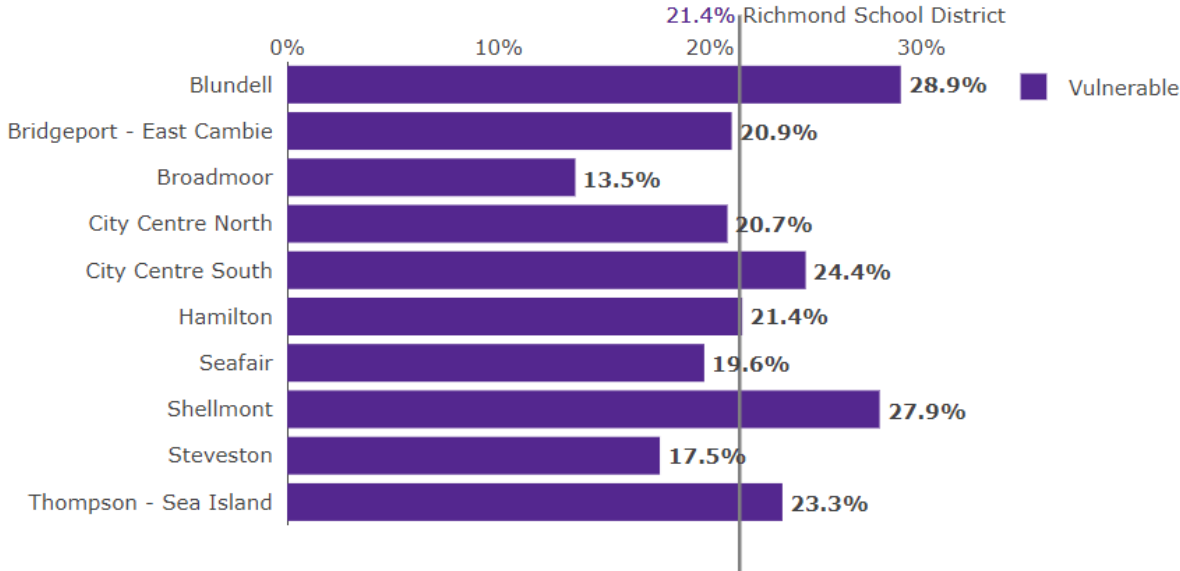
What is Emotional Maturity?

***Emotional Maturity** refers to children’s prosocial and helping behaviours, as well as hyperactivity and inattention, and aggressive, anxious and fearful behaviours. Children who are vulnerable on this scale may experience challenges related to emotion regulation. They may have problems managing aggressive behaviour, be inattentive and impulsive, and/or be worried or anxious.

Provincially and locally, there was a significant and steady increase in the vulnerability rate for Emotional Maturity. The increase in vulnerability on this scale was the largest among all the EDI scales and at a provincial level constitutes a 49% increase since Wave 2 (2004–2007) (Human Early Learning Partnership, 2019). In Richmond the Emotional Maturity vulnerability rate increased from 11% in 2004 to 17% in 2019. As with Social Competence, vulnerability on this scale was highest in the Bridgeport - East Cambie neighbourhood (22% in 2019).

*(Human Early Learning Partnership, 2020).





2025 Child Care Grants Requests and Recommendations

Child Care Development Advisory Committee (CCDAC) Child Care Grants Subcommittee Recommended Grant Allocations and Comments

Applicant	Purpose of Grant	Notes from CCDAC	Requested Amount	CCDAC Recommended Amount	Summary Document Page #
Child Care Capital Grants					
Aspire Richmond	Equipment Aspire requires new appliances for their kitchen including a fridge, a stove, a dishwasher and a hood fan as current appliances are at the end of their lifespan.	Aspire offered to fund \$500 themselves for installation. CCDAC recommendation is for the full amount requested plus the \$500 for installation.	\$4,200.00	\$4,700.00	1
Atira Women's Resource Society (River Run Early Care and Learning Centre)	Equipment Atira is converting the current preschool classroom to expand the infant and toddler program. They are requesting sleeping mats, infant dining chairs, a bookshelf, rugs and outdoor play equipment, including two water tables, a music wall, balance beams, planter boxes, stumps, a mud kitchen and a playhouse.	Recommendation is for the full amount.	\$9,777.86	\$9,777.86	3
Atira Women's Resource Society (Willow Early Care and Learning Centre)	Equipment This request is for indoor furnishings including four area rugs, two activity tables with storage and a bookshelf, as there is a need for dedicated workspace for children and additional storage for program supplies.	Recommendation is for the full amount.	\$3,232.22*	\$3,232.22	5

Applicant	Purpose of Grant	Notes from CCDAC	Requested Amount	CCDAC Recommended Amount	Summary Document Page #
East Richmond Community Association	<p>Equipment This request is for kitchen items including a blender, a hotplate, a crockpot, a toaster and kettles for preparing school age snacks and indoor items for the preschool rooms including two mobile drying racks, two rugs and two children's armchairs.</p>	<p>The kitchen items are not considered capital items so are ineligible for this grant. In addition, the necessity in relation to this part-time program was not demonstrated in the application.</p> <p>Recommendation is for a partial amount.</p>	\$3,805.27	\$1,393.12	7
Family Services of Greater Vancouver - COLTS	<p>Equipment This request is for a commercial grade power washer to maintain outdoor playground equipment and play areas in a safe and healthy manner.</p>	Recommendation is for the full amount.	\$580.00	\$580.00	9
Hamilton Community Association	<p>Furnishings Hamilton Community Association is requesting new natural wood furnishings to replace the current furniture to enhance the space and environment; this includes a kitchen centre, an art easel, round tables, rectangle tables, chairs, a couch and a chair.</p>	<p>The reason outlined in the application for upgrading the furniture to wooden furniture is considered a philosophical and aesthetic request. The current equipment remains functional and the need for replacement was not demonstrated.</p> <p>It is recommended that no funding be approved for this request.</p>	\$7,500.00	\$0.00	11
Little Wings Day Care Centre Society	<p>Equipment Little Wings is requesting an outdoor wooden mud kitchen to enhance the playground.</p>	Recommendation is for the full amount.	\$4,294.02	\$4,294.02	14

Applicant	Purpose of Grant	Notes from CCDAC	Requested Amount	CCDAC Recommended Amount	Summary Document Page #
Richmond Jewish Day School Society of British Columbia	Playground Improvements This request is for two permanent weatherproof shelters to provide protection from rain and to provide shade and two storage sheds, one of each for each of their programs.	Recommendation is for the full amount.	\$5,053.05	\$5,053.05	16
Steveston Community Society	Equipment This request is to purchase new indoor items such as shelves, a table and chair set, a doll house, a bookcase, a baby doll rocker and a mobile 'flip and nest' table.	Recommendation is for a partial amount.	\$6,623.68	\$2,264.53	18
Steveston Society of Children's Centres	Furnishings This application is for indoor items such as hammock swings, fidget balls, indoor stepping stones, bean bag chairs, light covers, feeding utensils and adaptive no-spill cups. Some items have been requested multiple times, one for each of their centres.	A significant number of these items are not eligible for a capital grant. The recommendation is to fund the lower quote for eligible items only (hammock swings, chairs and light covers).	\$4,615.76*	\$1,844.84	20
West Richmond Community Association	Equipment This request is for items to support a variety of sensory needs to create a positive learning environment including: gymnastics blocks, ball cages, a rug for circle time, shelving and bins, sensory tiles and stepping stones.	Recommendation is for a partial amount.	\$3,298.08	\$1,128.32	22
			Requested Amount	CCDAC Recommended Amount	
Capital Grants Total			\$52,979.94	\$34,267.96	

Applicant	Purpose of Grant	Notes from CCDAC	Requested Amount	CCDAC Recommended Amount	Summary Document Page #
Child Care Professional and Program Development Grants					
Richmond Cares, Richmond Gives	This request is to fund two to three low-cost, high caliber professional development workshops for Richmond Early Childhood Educators and child care providers in the spring and fall of 2025. The grant will support three presentations.	Recommendation is for the full amount.	\$7,500.00	\$7,500.00	24
Steveston Society of Children's Centres (SSCC)	This organization is requesting funding for eight youth to volunteer in their facilities with an experienced Early Childhood Educator (ECE) mentor; all volunteers will complete at least 80 hours of mentored volunteering with a certified ECE. The funding is for a 'Guiding and Caring Course' for four youth, wages of an existing staff member of the SSCC staff team to act as an ECE mentor, wages for an Occupational Therapist and Registered Clinical Counsellor mentor and administrative and marketing costs.	This request is not eligible for this grant stream as per the Grant Program Guidelines.	\$17,500.00	\$0.00	26
			Requested Amount	CCDAC Recommended Amount	
Professional and Program Development Grants Total			\$25,000.00	\$7,500.00	
Total 2025 Child Care Grants Requests and Recommended Totals					
2025 Child Care Grants Budget		Amount Available	Requested	Recommended	Balance remaining
Capital Grants		\$50,000.00	\$52,979.94	\$34,267.96	\$15,732.04
Professional and Program Development Grants		\$10,000.00	\$25,000.00	\$7,500.00	\$2,500.00
Total		\$60,000.00	\$77,979.94	\$41,767.96	18,232.04

*Requested amount amended following submission.



Society: Aspire Richmond

Title: Kitchen appliance replacement

Amount: \$4,200.00

Purpose: Equipment

Providing cooking, cleaning and safe food storage are critical elements to the health and safety of the children and staff at Treehouse. We cook and bake with our children which builds life skills at a young age and creates social opportunities. It provide math skills in a practical but play based setting. The kitchen appliances at Treehouse are nearing the end of their lifespan and replacements will ensure that we have equipment that is reliable. Licensing requires sanitation standards that require a functional dishwasher and cooking, a reliable stove.

Service Delivery Benefits:

Working together to bake and cook provides opportunities for growth and development and to build relationships both with staff and with each other. The goal is to offer children a wide range of experiences at Treehouse and create activities where the outcome is tangible. With the new playground and gardens, the children will experience the "farm to table" concept by growing and cooking their own food. Children have recently made focaccia bread, pizza, banana cookies just to name a few. The staff and children made mushroom soup from mushrooms they grew.

Beneficiaries:

Treehouse children, both now and in the future, families who will have experiences of growing and cooking their own food. Staff, current and future and practicum students will have the additional learning opportunities to offer children.

Partners (if applicable):

Aspire Richmond

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$14,262.00	Child Care Capital Grant
2023	\$10,000.00	Child Care Capital Grant

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Year	Amount	Grant Program
2023	\$1,606.88	Child Care Professional & Program Development Grant
2022	\$15,857.00	Health, Social & Safety
2022	\$5,000.00	Child Care Capital Grant
2022	\$7,400.00	Child Care Professional & Program Development Grant
2022	\$5,000.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$4,700.00

Recommendation:

That Aspire Richmond be funded for a Child Care Capital Grant in the amount of \$4,700.

Grant Conditions:

N/A

Society: Atira Women's Resource Society

Title: River Run ECLC

Amount: \$9,777.86

Purpose: Equipment

Atira intends to convert the current River Run preschool classroom to a 3-5 classroom and expand our infant and toddler program to cover the current 3-5 spaces. This expansion will allow us to offer a total of 37 infant and toddler spaces. If we are successful in receiving this funding, it will be used to purchase sleeping cots, carpets, chairs, and a bookshelf to support the expanded infant and toddler spaces, and to enhance River Run's existing preschool play area to support the 3-5 children in outdoor play. Outdoor play equipment will include two water tables, a music wall, balancing equipment, a mud kitchen, planters, and a playhouse, all of which will promote children's physical, social, cognitive, and emotional development. With this funding, we can better meet the growing demand for infant and toddler spaces, enrich our 3-5 age students in creative play, and continue our mission of providing essential childcare for families in Richmond.

Service Delivery Benefits:

With over 150 families on our infant and toddler waitlist and 31 families on our 3-5 waitlist, we have identified an overwhelming need for additional childcare spots in the Richmond community. With this funding, we can upgrade our facility and play equipment to enhance the quality of care and education we provide. Our goal is to create a supportive, accessible environment for Richmond's families.

Beneficiaries:

The proposed dramatic play equipment will allow children to engage in imaginative, interactive, and exploratory play that supports their social competence and emotional maturity. The playhouse and mud kitchen encourage sharing and communication skills through modelled social interactions, while the water table, balancing equipment, and music wall develop children's motor and problem-solving skills. The planters will be used as an educational component to the Centre's curriculum, giving children a hands-on experience of the life cycle of plants, insects, and the seasonal nature cycle. The proposed indoor equipment for the infant/toddler program will play an essential role in their early social and emotional development stages. Shared seating areas encourage an early social routine that introduces sharing, observing others, and taking turns during group activities. The cots and carpets will give infant/toddler students a sense of personal space, giving them a designated rest area to develop their self-soothing and self-regulation skills.

Over time, they will associate their cot or crib with resting, reinforcing a routine that helps them manage transitions and new experiences.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,911.79	Child Care Capital Grant
2022	\$14,376.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$9,777.86

Recommendation:

That Atira Women's Resource Society be funded for a Child Care Capital Grant in the amount of \$9,777.86

Grant Conditions:

N/A

Society: Atira Women's Resource Society
Title: Willow ECLC Equipment Upgrades
Amount: \$3,345.80

Purpose: Equipment

1. Furniture and Equipment: Total amount estimated: \$700 (From Ikea) 2. Learning Resources: Total amount estimated: \$600 (Ikea) 3. Art and Dining Space: Total amount estimated: \$700 (Ikea) 4. Resting Facilities: Total amount estimated: \$700 (Ikea) 5. Professional Development: Training and Workshop - \$1300 • (\$600 – 2 workshops) • (\$300 – Hands-on Training – 6 Hours) • (\$400 – Staff Food, Gift Cards)

Service Delivery Benefits:

The funds provided from this grant will allow Willow ECLC to replace old furniture to ensure a safe and comfortable environment for the staff and children. We will be able to purchase more bowls and utensils for mealtimes, cleaning towels for face washing and tablecloths for hygienic purposes. The funds will also be used to buy additional toys for dramatic play and sensory tables to foster creativity and exploration. We will also be able to provide a greater selection of books for the 3-5 program, along with a new toy basket for better organization and classification. Specifically for the Infant/Toddler program, we will buy for tables for art activities and mealtimes, ensuring adequate space for all children. Additionally, we will purchase more floor mats, as the cots are too small for many of the 2.5 year old children in the program.

Beneficiaries:

The funds from this grant will benefit the staff and children of Willow ECLC the most, as it will allow us to upgrade furniture, materials and buy additional materials to enhance the learning experiences of the children and support the staff in their roles.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,911.79	Child Care Capital Grant
2022	\$14,376.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$3,232.22

Recommendation:

That Atira Women's Resource Society be funded for a Child Care Capital Grant in the amount of \$3,232.22

Grant Conditions:

N/A

Society: East Richmond Community Association

Title: Cambie's Preschool and OSC Equipment and Furnishing Project

Amount: \$3,805.27

Purpose: Equipment

With this project, the East Richmond Community Association (ERCA) operating out of Cambie Community centre is seeking funding to improve the quality of both our Preschool and Out of School Care programs and provide enriching activities for the participating children. This will be done through the purchasing of new and updated supplies for our programs. The central theme of this project is the focus on the comfort, education, and health and wellness of the children in our programs. Cambie's Preschool program is looking into furnishing upgrades or new materials in the form of art drying racks, additional carpets for program spaces and children's arm chairs for a reading nook. These materials would encourage creative play in-program and engaging imagination. Children's comfort when playing, reading and creating will encourage imaginative thinking outside of screen-use. Cambie's Out of School Care (OSC) program looks to replace and purchase new kitchen appliances for our program. OSC provides a healthy snack for participants both in the year-round aftercare program and during Winter/Spring/Summer break camp aftercare. New appliances will elevate Cambie's snack preparations and allow staff to prepare more complex, nutritious food to participants focusing on their health and wellness. A secondary benefit to additional appliances is their use during activities. This will also allow staff to teach basic culinary skills to children to take with them as they age out of the program.

Service Delivery Benefits:

The funding from the Child Care Capital Grant would primarily focus on the improved quality of programming and activity space for both Cambie's Preschool and Out of School Care programs. Having additional materials to promote creativity and reading encourages language and cognitive development away from screen use. Also, high quality kitchen materials for OSC's snack time brings the accessibility of healthy food options to the equity deserving catchment area the program serves with an added benefit of nutritional and culinary education in-program.

Beneficiaries:

The scope of this project encompasses all of Cambie Community Centre's licensed child care spaces and programs, meaning the Preschool Programs Little Explorers, Kinderfun and Junior Kindergarten and the Juniors, Middles and Seniors OSC programs. The number of daily staff in these programs is approximately 15 with 175 program participants served. Materials will be shared between programs.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$1,613.44	Child Care Capital Grant
2024	\$2,000.00	Parks, Recreation & Community Events
2023	\$2,000.00	Parks, Recreation & Community Events
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events

Grant Recommendations

Recommended Amount: \$1,393.12

Recommendation:

That East Richmond Community Association be funded for a Child Care Capital Grant in the amount of \$1393.12

Grant Conditions:

N/A



Society: Family Services of Greater Vancouver

Title: COLT Power Washer for Daycare Playground Maintenance

Amount: \$580.00

Purpose: Equipment

COLT Young Parents and Daycare is dedicated to providing a safe, nurturing, and educational environment for children ages 0-3 while their young parents complete their high school education. COLTS has licensed space for up to ten children, offering them a range of developmentally appropriate activities, including outdoor playtime. This application is for the purchase of a power washer to clean the outdoor playground equipment. A clean and hygienic play area is critical for maintaining the health and well-being of the children in our care.

Service Delivery Benefits:

We are requesting funding for the purchase of a commercial-grade power washer to maintain our outdoor playground equipment and surrounding play areas. Our playground sees daily use by children aged 0-3, and regular cleaning is essential to prevent the buildup of dirt, debris, and bacteria. Currently, cleaning is done manually, which is time-consuming and less effective. A power washer would significantly improve the efficiency and effectiveness of our cleaning efforts, ensuring a safer and healthier environment for the children.

Beneficiaries:

The grant will benefit a program that serves babies and toddlers ages 0-3 while their young parents complete their high school education and will support the daycare staff in keeping the daycare clean and sanitized for young children. The power washer will last for 5-10 years with moderate use and will be a benefit to the program for multiple years. Funding this project will directly benefit the health, safety, and well-being of the children we serve. Your support will enable us to maintain our playground in top condition, ensuring a clean and enjoyable space for outdoor activities. Thank you for considering our request.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$51,166.00	Health, Social & Safety GP - 271

Year	Amount	Grant Program
2023	\$49,918.00	Health, Social & Safety
2022	\$25,956.00	Health, Social & Safety

Grant Recommendations

Recommended Amount: \$580.00

Recommendation:

That Family Services of Greater Vancouver be funded for a Child Care Capital Grant in the amount of \$580.

Grant Conditions:

N/A

Society: Hamilton Community Association

Title: Rainbows and Unicorns Preschool Furnishing Replacement

Amount: \$7,500.00

Purpose: Furnishings

INTRODUCTION: Since the Hamilton Community Centre expansion in 2011, Rainbows and Unicorns Preschool have expanded their program to meet the needs and the growing community, the furnishings were purchased at that year. The Preschool Program is licensed for 20 children, 3-5 years old, and the program is shared with the Out of School Care Junior, 5-6 years, licensed for 21 children in following licensing regulation. Both child care programs focused early learning curriculum in children's development in social, cognitive, intellectual and physical needs. Our child care's mission statement is to provide the highest standard of care for the children of Hamilton, through inclusion, support and respect. Our child care's philosophy as follow:

*Inclusive: We believe all children have the right to participate and to be supported in their individuality. We celebrate uniqueness and similarities.

*Family Support: We believe families are important, regardless of their form, and our role is to support families by providing consistent, quality, reliable child care. *Learning through play: We believe children learn thorough play

and will program activities that allow children to learn and experience personal growth thorough individual and group play. *Physical Literacy: We believe a healthy body is as important as a healthy mind and will provide program activities that offer daily physical activity and opportunity to build on physical skills. We will offer nutritional snacks that are from identifiable food groups.

*Self Directed Learning: We believe children need opportunities to develop a confidence their own competence and to explore the opportunities in the world around them. We will offer children this opportunity through individual and group lead activities and we will actively seek children's interests in developing programming. *Safety and Respect: All adults will offer children physical and psychological safety. There will be respect for one self and the development of social responsibility towards others and our community.

Because the Hamilton community continues to evolve, Rainbows and Unicorns Preschool is upgrading our philosophy to further enhance the quality of the program. THE PROJECT: To support our early learning framework, Rainbows and Unicorns Preschool is currently undergoing transformation using an inspired pedagogical approaches, for example, Reggio Emilia. We, as an early childhood educators and as a Pedagogist, are creating sustain quality early childhood education program, to design, execute and evaluate on projects within the educator's practice setting. While educators continue their reflective practices, they also extend by introducing new ideas and materials that offer children the opportunity to construct knowledge through daily experience and encounter with parents, educators, and peers. This internationally renowned curriculum is based on the principles of respect, responsibility, and community through exploration and discovery in supportive, enriching

environment for children. This allows children to absorb knowledge through different learning methods designed for each child to build by providing activities in a wide range of curriculums, the arts, and athletics, by allowing the children to discover and build on their strengths and interest. We believe that parents are children’s first teachers and parents want to offer the best education for their child. The importance of the early learning environment is called the “Third Teacher”, we want to build an environment to promote inclusion, building relationship, to produce more complex thinking, incorporate culturally responsive things, natural materials, and natural furnishings in the program’s space and making a community-like feeling. Our project goal is have Rainbows and Unicorns Preschool to replace all current furnishings into natural materials to improve the quality and enriching environment. CONCLUSION: Rainbows and Unicorns Preschool’s furnishing was last upgrade since 2011, we are requesting funds, asking for support to help complete our project by using the grant funds to purchase natural wood furnishings to enhance the quality of space, inclusive, and by creating the environment as the “Third Teacher”. By upgrading our early childhood program, we will continue to have the program’s current natural light, children’s art work, children’s documentation, indoor plants and making the environment home-like feeling for the young children

Service Delivery Benefits:

Funds will be used to purchase natural wooden tables, natural wooden chairs, imaginary wooden kitchen, and wooden art easel. This will improve the quality, accessibility and delivery of the licensed child care programs for the years to come.

Beneficiaries:

Both Preschool and Out of School Care Junior programs with a total of 61 children, ages 3 to 7 years old, will benefit from the grant if received.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$3,000.00	Parks, Recreation & Community Events
2022	\$2,750.00	Parks, Recreation & Community Events

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

It is recommended that no funding be approved for this request.

Grant Conditions:

GP - 274

N/A

Society: Little Wings Day Care Centre Society

Title: Little Wings Mud Kitchen

Amount: \$4,294.02

Purpose: Equipment

The purpose of this grant is to use the grant funds to purchase a second mud kitchen for Little Wings Daycare. We believe a mud kitchen is a wonderful outdoor structure to enhance our playground as it provides a lot of entertainment and learning opportunities for the children while having FUN.

Service Delivery Benefits:

We believe a mud kitchen will enhance learning opportunities for the children at Little Wings by allowing them to participate in role playing (pretending to cook like their parents) while also encouraging the children to work together to create their potions, soups, and stews. They will learn to take turns or problem solve while engaging in math, science, and sensory experiences while using their fine motor skills. The mud kitchen allows the children to use their cognitive and language skills while they use their imagination. This type of play allows for a sensory experience which can help with emotional feelings, learning to self-regulate or help with stress by working with and feeling the materials of sand, mud, leaves while engaging and play.

Beneficiaries:

This grant will directly benefit 49 children on a daily basis along with 12 teachers.

Partners (if applicable):

We are a Provincial \$10 Day Child Care program.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$3,243.09	Child Care Capital Grant
2023	\$4,226.41	Child Care Capital Grant
2022	\$13,186.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$4,294.02

Recommendation:

That Little Wings Day Care Centre Society be funded for a Child Care Capital Grant in the amount of \$4,294.02

Grant Conditions:

N/A

Society: Richmond Jewish Day School Society of British Columbia

Title: Playground Improvements - Storage and Shade

Amount: \$5,053.05

Purpose: Playground Improvements

The purpose of this grant application is to enhance safety and functionality in the outdoor play space at the RJDS Early Learning Centre. The funds will be used for waterproof storage sheds to house playground equipment and our two long toddler strollers, as well as for permanent shade and rain covers.

Service Delivery Benefits:

For the past two summers, we have relied on temporary pop-up tents for shade during hot days. However, these tents have not withstood wind and rain, and are now broken. In addition to protecting the children from the sun and heat, more secure, weatherproof structures would allow for increased outdoor programming during cold and rainy days. We currently have excellent (although limited) open-ended play equipment and two large strollers, but the strollers must remain outdoors for quick access in emergencies, and the play equipment is designed specifically for outdoor use. Outdoor storage sheds would protect these valuable items for long-term use and provide space for seasonal equipment, enriching the children's outdoor experiences to better align with up-to-date practices and the BC Early Learning Framework.

Beneficiaries:

The grant funds would directly benefit the children, educators, and families at the RJDS Early Learning Centre, particularly in our "Under 36 Months" and "30 Months to School-Age" programs. A more functional outdoor space would also reduce the need to use the school gym, indirectly benefiting the "School-Age Care on School Grounds" program by making it more available. As of November, 2024 there will be 10 staff members (including the Director), 44 children and 31 families benefiting from the 3 programs.

Partners (if applicable):

We had hoped that the New Spaces Fund would cover these expenses and much more, but unfortunately, we have needed to make crucial facility repairs (these were absolutely necessary to continue operating safely), which used up much more of that grant than anticipated. To maximize our funding and avoid labour costs, parent volunteers will help assemble and install the new equipment/structures. Over the next several months, we will be going through our inventory of old equipment and materials to sell. We have only just started this process and it is too early to know how much income this will bring. Since

we had originally budgeted for professional and commercially designed installations, it is highly likely that surprise additional costs will arise as we proceed with this project.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$4,693.16	Child Care Capital Grant
2023	\$4,810.55	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$5,053.05

Recommendation:

That Richmond Jewish Day School be funded for a Child Care Capital Grant in the amount of \$5053.05

Grant Conditions:

N/A

Society: Steveston Community Society

Title: Creating Quality Early Childhood Experiences

Amount: \$6,623.68

Purpose: Equipment

The purpose of our grant application is to obtain funds that can be used to purchase high quality, safe and sturdy equipment. This will improve and enhance the delivery of our licensed preschool programs in Richmond and serve the community at hand in Steveston. Due to the COVID-19 pandemic and many centres in our area are offering full-day child care, registration in our preschool programs in the past four years has been lower than normal. This year, we are experiencing low registration in our licensed preschool program, and this had led to budget constraints which has affected our ability to purchase new equipment. By purchasing new equipment to use in our licensed preschool programs, we will be able to improve and enhance the quality of our programs and hopefully attract more families to join our programs and boost our enrollment.

Service Delivery Benefits:

These funds will help us purchase high quality, sturdy and safe equipment, enrich our community's experience in our licensed preschool programs and provide more opportunities for our preschoolers to learn through play. The children in our care love imaginative play and using open-ended materials. Adjustable Shelves Hinged is a versatile storage unit that can be folded, secured and stored. When folded and closed, it can be rolled to a different location and opened for more ways to engage the children! This assures that this shelf will be used a lot because of its ability to be moved to different locations, be stored securely because it closes on itself and display items when needed. Table and 4 chairs set will replace an existing well-loved set in the classroom. Children love to use the table and chair set in imaginary and role playing in the kitchen and house area. It encourages turn taking and conversations at the table setting. Mulberry Doll Mansion is a sturdy wooden doll house that provides the ideal height for our preschoolers. It encourages collaborative imaginary play and deepens the children's interest in the different areas of the house and its inner workings. This will enhance children's role playing and turn taking skills with the use of existing dolls and other accessories. Single-side Bookcase will replace an existing rolling bookcase in the classroom that is well loved by the children as they browse through the selection of books that the teachers have curated. This encourages children to select and return books independently. Hape Baby Doll Wooden Rocker encourages role playing and stimulates imaginary play and storytelling. This promotes empathy and helps children express themselves through fostering early nurturing skills. Flex-space Mobile Flip & Nest Write & Wipe Table is a mobile tilt-top table that folds in seconds to create space needed or as a

room divider or a white board! This table has 4 smooth-rolling locking casters and the steel legs are fully adjustable to the children’s height. This versatile table will be well used in the classroom either as a table that teachers and children can “write and wipe” on or as a room divider and a white board. All the equipment mentioned would be used on a daily basis throughout the current school year and years to come. These pieces of equipment will enhance our participants’ learning and experience in our programs through countless open-ended play experiences.

Beneficiaries:

Approximately 45 to 60 preschoolers with ages from 3 to 5 years old in our community who attend our two licensed school year preschool programs will benefit from this grant, if received. Another approximately 50 to 60 preschoolers with ages 3 to 5 years old who attend our licensed daycamp programs offered in winter, spring and summer will also benefit from this grant, if received.

Partners (if applicable):

Steveston Community Society will be assisting with this project.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$3,629.65	Child Care Capital Grant
2023	\$5,673.58	Child Care Capital Grant
2022	\$6,054.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$2,264.53

Recommendation:

That Steveston Community Society be funded for a Child Care Capital Grant in the amount of \$2,264.53.

Grant Conditions:

N/A

Society: Steveston Society of Children's Centres

Title: Inclusive and Adaptive Equipment

Amount: \$5,000.00

Purpose: Furnishings

Purchasing of resources and tools will support Early Childhood Educators (ECE's) in adapting programming and supporting inclusive physical environments with the goal of supporting emotional regulation and varying abilities of children within the centers. Due to the nature of our program, children are often first identified by ECE's on the possibility of needing further support and exploration into assessment for diagnostic purposes. Most children are not identified with any developmental diagnosis until they are in the public school system and therefore childcare centers are often left supporting children and their families with support needs prior to a diagnosis for additional funding. Equipment specific to the learning, development and sensory processing needs for all 4 centers in order to promote emotional regulation and inclusive learning environments include the following; - Adaptive cushions/seating to participate in group time - Window and light coverings to dampen intense light from sun or fluorescent lighting - Swings and hammocks for vestibular/proprioceptive movement and regulation - Movement and balance stepping stones for gross motor movement and regulation of focused energy expenditure - Mini trampoline to incorporate movement breaks - Sensory fidgets for focus during group time, following group plan or transitions in programming - Visual timers and visual aids to support inclusion into group programming

Service Delivery Benefits:

These funds will be used to enhance child care service delivery as children with support needs require hand over hand support, encouragement and engagement into group programming. Having children with support needs within care is not about supervising solely but to have a learning environment where everyone can thrive. Not only will these funds be used to purchase equipment for children with support needs, evidence demonstrates that a variety of sensory tools support the physical, cognitive, emotional and social development of children. Children are learning self-regulation strategies within a child care setting before transitioning to the school system and therefore these tools can be used to teach children and families in how to support their child with self-regulation strategies while creating environments that all children can learn and thrive as they transition through to the school system. In addition, by empowering our centers and staff team in utilizing these tools, we are creating accessible inclusive child care that is outside of mainstream programming in an active effort to truly create accessible and inclusive child care settings.

Beneficiaries:

The number of programs who would benefit from this grant would be the 4 centers including licensed daycare services and after school care programs. 30 amount of staff would have access to this equipment 70+ amount of students and families

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$1,088.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$1,844.84

Recommendation:

That Steveston Society of Children's Centres be funded for a Child Care Capital Grant in the amount of \$1844.84

Grant Conditions:

N/A

Society: West Richmond Community Association

Title: Sensory and Storage Items for West Richmond Community Association

Amount: \$3,298.08

Purpose: Equipment

Preschool: Purchase Gymnastics Blocks, Oval Rug, Sensory Tiles and Stepping Stones West Richmond Preschool would like to apply for the City of Richmond Child Care Grant to purchase equipment that will support a variety of sensory needs for our students to create a positive learning environment.

West Richmond Preschool is also seeking to purchase a new carpet for one of our classrooms that is in need of a new circle time carpet to update the space.

Sr OSC Program: Purchase Ball Cage and Storage Shelving with Bins West Richmond Sr OSC would like to purchase storage equipment to meet the needs of our child care program, specifically to aid with the physical environment and our desire for storage solutions for our balls and toys in general.

Service Delivery Benefits:

Preschool: Purchase Gymnastics Blocks, Oval Rug, Sensory Tiles and Stepping Stones Our programs value creating an enriching and inclusive learning space to all children who attend. As part of our partnership with the Supported Child Development Program, West Richmond Preschool welcomes children with diverse needs and consults with SCDP on adapting our environment to support our play-based philosophy that encourages open-ended self expression. The stepping stones, large motor blocks, and sensory tiles will enhance our classroom spaces and are crucial for offering appropriate, large motor explorations that children need for self-regulation. We hope to also update one of our large oval rugs to offer safe and accessible floor space for play and group time. Our vision is to maintain our classroom spaces to be clean and welcoming for the children who attend our programs.

Sr OSC Program: Purchase Ball Cage and Storage Shelving with Bins Currently, we have shelves that do not fit the toys adequately and offer meager organization. In our storage room, we have one single ball cage that is overflowing. Overall, our goal is to create a more well organized and accessible environment that promotes independence for the children.

Beneficiaries:

Preschool: Purchase Gymnastics Blocks, Oval Rug, Sensory Tiles and Stepping Stones Preschool students will benefit from having the sensory equipment and gathering surface upgrades. These items will support social development and self-regulation. **Sr OSC Program:** Purchase Ball Cage and Storage Shelving with Bins OSC children will benefit from the increased accessibility, organisation and availability of supplies, empowering them to

exercise further responsibility and independence in retrieving and storing items. Staff will benefit from reduced assistance and cleanup required.

Partners (if applicable):

Yes. West Richmond Community Association. Should equipment or shipping costs increase by the time our grant request is approved, our organisation is willing to cover the increases.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$5,279.65	Child Care Capital Grant
2023	\$4,984.38	Child Care Capital Grant
2022	\$3,448.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$1,128.32

Recommendation:

That West Richmond Community Association be funded for a Child Care Capital Grant in the amount of \$1128.32.

Grant Conditions:

N/A

Society: Richmond Cares Richmond Gives

Title: 2025 Richmond Child Care Educators Professional Development Series

Amount: \$7,500.00

Purpose:

The grant will be used to fund a series of workshops during the spring and fall to be held in Richmond to support our local child care community. Early Childhood Educators are required to attend 40 hours of professional development every five years to maintain their license to practice. These hours are paid for out of pocket, and it can be hard for educators to see high-quality speakers due to conflicts arising from areas such as costs, locations, and scheduling. We would like to offer at least two high-quality professional development opportunities for these educators and providers at low-cost, one during the spring and Child Care Month (May), and the other in the fall when educators typically have more time to attend pro-d opportunities.

Service Delivery Benefits:

Similarly rooted in the values of the City's own annual Child Care Month Symposium, the CRR's Professional Development Series would bring presenters to local educators to speak in-person on topics of their expertise. Training opportunities would target topics that the community would highly benefit from, such as inclusive curriculum, social and emotional development, positive behavior and positive discipline, and other topics deemed to be highly beneficial as supported by EDI data and the City Child Care Strategy. Our goal with this grant would be to offer these opportunities at venues that can handle large-scale registration in order to be able to host and provide much-needed support and education to providers and educators in our community. At least one topic would be geared towards children approaching or currently receiving school-age care.

Beneficiaries:

We would like to fund 2-3 total low-cost, high-calibre, professional development workshops from presenters that would otherwise be unaffordable for Richmond educators and providers during the course of spring-fall 2025. We would host the workshop at our office or at a similar local venue such as Seedlings Early Development Hub where we can accommodate up to 120 attendees for each topic. These opportunities would ideally be provided in-person in an effort to support local community discussion, networking, and to provide opportunity to build relationships. A hybrid option would also be considered if a presenter is unable to attend locally. The opportunity to attend workshops by high-calibre presenters is typically only accessible for providers at conferences and regularly unaffordable to educators. By providing these

workshops as stand-alone series locally, this would be an opportunity that most child care educators may not come across under normal circumstances, and one that the CCRR would not be able to afford to sponsor otherwise. Through this grant, attendees would be able to attend these opportunities at a nominal fee as well as be provided with a light meal. Educators and providers regularly take the knowledge they have learned and implement these strategies in their centres, directly affecting the children they care for every day. Additionally, feedback from previous professional development opportunities has also provided direct knowledge that at least some educators take this one step further and also work with their families to help to educate parents on new knowledge and strategies. As such, the number of families and children that could potentially benefit from these opportunities is immeasurable.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$46,485.00	Health, Social & Safety
2023	\$45,351.00	Health, Social & Safety
2023	\$8,393.12	Child Care Professional & Program Development Grant
2022	\$43,615.00	Health, Social & Safety

Grant Recommendations

Recommended Amount: \$7,500.00

Recommendation:

That Richmond Cares, Richmond Gives be funded for a Child Care Professional and Program Development Grant in the amount of \$7500.

Grant Conditions:

N/A

Society: Steveston Society of Children's Centres

Title: Richmond Youth Childcare Mentorship Program

Amount: \$17,500.00

Purpose:

Child Care is a rapidly growing sector and SSOCC wants to give prospective Youth in the Richmond area a work experience opportunity that will inspire them to consider Early Childhood Education as a future career option. Utilizing our existing Volunteer program, we will recruit prospective youth volunteers ages 17-29 and vet them through our rigorous, licensing-compliant volunteer screening requirements. Up to 8 Youth will be placed with an experienced ECE Mentor in our centres. All interested Youth will have access to our volunteer programs to complete mandatory volunteer hours, but select Youth with complete at least 80 hours of mentored volunteering (10 full days or equivalent) with a certified ECE. Mentorship would include working with our Inclusion Support Specialist and Occupational Therapist in order to teach and mentor youth within accessible and inclusive childcare programming with neurotypical and neurodivergent children. Mentor Teachers will be scheduled out of ratio to share learning, experiences, and group management strategies with Youth as well as observe their work to provide a valuable first character reference. Youth who wish to continue will be offered a summer position working with SSOCC for school aged summer camps and an employer paid first course in ECE.

Service Delivery Benefits:

Many hands make light work. Volunteers are a core part of enhanced service delivery in our programs already. By introducing a mentorship program, we create capacity of our educators but we also enable the youth to share their experience with other programs in the broader community. By providing this learning and mentorship opportunity to the broader community, we are creating opportunity and experience as much as we are planting the seeds for future ECE's to work in all types of care in the Richmond area. Following the peak need for school aged care in the summer months, we see the benefit of a school-year mentorship program flowing into the increased demand for summer camp leaders in the Richmond area. With that in mind, the scope of our reach becomes very broad, and useful to the community at large. This is an innovative approach to training, mentorship and community building that has the impact to support the City of Richmond's Childcare, accessible and affordability strategies.

Beneficiaries:

Childcare is about building relationships. ECE's build relationships everyday with parents, children, team members, volunteers, and community supports at

all levels. By creating capacity and space to connect with Youth in our community, we share our experience and wisdom as childcare operators, and we make connections with future passionate educators who may never have had the opportunity to learn about our field. Broader implications of including such a program also educates youth and their families on the social and emotional development needs of children and the supports that can be provided to ensure inclusive communities are values we live and not something we add on. Because youth will be placed at each of our centres in Richmond, all our children will benefit. Specifically speaking that means up to: 31 Infant/Toddlers 67 3-5 year olds 55 School Aged Children 50+ School Aged Children for Summer/Break Camps

Partners (if applicable):

We will be supporting our Youth and ECE Mentors with oversight from our Inclusion Support Specialist: Tracy Adams, Occupational Therapist and Pamela Wallberg, Registered Clinical Counsellor. Tracy and Pamela are already funded by a BC Gaming Grant that funds our volunteering and inclusion support program. We anticipate approximately \$1000 from our annual gaming grant funding will be allocated to support the mentorship program. The Gaming Grant Write up has been attached

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$1,088.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

This request is not eligible for the Child Care Professional and Program Development Grant stream.

Grant Conditions:

N/A
